



# Career Lattice Initial Application

*Recognizing People who Provide Child Care, Early Education & School-Age Care.*

Practitioners can use the Pathways Career Lattice to chart a course for their own career development and receive recognition for education and professional achievements. Pathways was designed to encourage professional development for individuals who are dedicated to promoting healthy, safe, and developmentally appropriate learning experiences for children and youth. Seven levels of professional achievement are defined and include education, experience and professional growth requirements. By developing a knowledgeable and skilled work force, the Career Lattice can lead to an increase in the number of quality programs for children and youth in South Dakota.

## Personal Information

### Demographics:

Last Name		First Name	
Home Mailing Address		PO Box	
City	State	Zip	
Social Security #			
Home Phone		E-Mail Address	

### Education: (Check all that apply) Attach a copy of your Diploma, Current Credential or Certificate.

<input type="checkbox"/> GED	<input type="checkbox"/> High School Diploma
<input type="checkbox"/> Vocational Certificate	Area of Study
<input type="checkbox"/> Child Development Associate Credential (CDA)	Endorsement
<input type="checkbox"/> Apprenticeship Certificate	Area of Study
<input type="checkbox"/> Associates	Major
	Minor
<input type="checkbox"/> Bachelors	Major
	Minor
<input type="checkbox"/> Masters	Major
	Minor
<input type="checkbox"/> Doctorate	Major
	Minor
<input type="checkbox"/> Other	

### Optional Information:

#### Gender

☐ Female ☐ Male

#### Age

☐ 17-19 yrs ☐ 20-29 yrs ☐ 30-39 yrs ☐ 40-49 yrs ☐ 50-59 yrs ☐ 60 yrs & over



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## Racial/Ethnic Background: (Check all that apply:)

- |   |   |
|---|---|
| <input type="checkbox"/> Caucasian              | <input type="checkbox"/> Native American/Alaskan Native   |
| <input type="checkbox"/> Black/African American | <input type="checkbox"/> Native Hawaiian/Pacific Islander |
| <input type="checkbox"/> Asian/Oriental         | <input type="checkbox"/> Hispanic/Latino                  |

## Current Work Experience:

Place of Employment		Provider # (if applicable)	
Director First Name (if applicable)		Director Last Name (if applicable)	
Address		PO Box	
City	State	Zip Code	Work Phone

## Employed: (month/year)

## Length of Employment:

From \_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_

Years \_\_\_\_\_ Months \_\_\_\_\_

## Type of Provider:

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> Child Care Center             | <input type="checkbox"/> Group Family Child Care            | <input type="checkbox"/> Preschool     | <input type="checkbox"/> Out of School Time |
| <input type="checkbox"/> Unregulated Family Child Care | <input type="checkbox"/> State Registered Family Child Care | <input type="checkbox"/> Training Site | <input type="checkbox"/> College/University |
| <input type="checkbox"/> Child & Family Services       | <input type="checkbox"/> Head Start/Early HS                | <input type="checkbox"/> Other _____   |   |

## Ages of Children You Work With: (If applicable, check all that apply:)

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Infant-Toddlers (6 weeks-3 years) | <input type="checkbox"/> Mixed Ages (0-13)        | <input type="checkbox"/> Youth (14-18)                       |
| <input type="checkbox"/> Pre-school (3-5 years)            | <input type="checkbox"/> School-aged (K-13 years) | <input type="checkbox"/> Not currently working with children |

## Position Title: Select title that best represents your current position:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Primary Caregiver | <input type="checkbox"/> Family Child Care Provider | <input type="checkbox"/> Higher Education Faculty     |
| <input type="checkbox"/> Staff Supervisor  | <input type="checkbox"/> Administrator              | <input type="checkbox"/> Agency Staff                 |
| <input type="checkbox"/> Assistant or Aide | <input type="checkbox"/> Facility Director          | <input type="checkbox"/> Other (please specify) _____ |
| <input type="checkbox"/> Lead Teacher      | <input type="checkbox"/> Education Coordinator      | _____   |
| <input type="checkbox"/> Assistant Teacher | <input type="checkbox"/> Training Coordinator       | _____   |

**Salary and Work Schedule:** This information is kept confidential and used only to determine incentive awards and for data analysis. This information **MUST BE PROVIDED** to be considered for an incentive.

Hourly Wage \$ _____	and/or	Annual Salary _____
Average hours of work per week _____		Average work hours spent providing direct care to children _____

Comments:



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## Previous Work Experience:

Place of Employment		Provider # (if applicable)	
Director First Name (if applicable)		Director Last Name (if applicable)	
Address		PO Box	
City	State	Zip Code	Work Phone
<b>Employed:(month/year)</b>		<b>Length of Employment:</b>	
From ___/___ To ___/___		Years _____	Months _____

## Type of Provider:

<input type="checkbox"/> Child Care Center	<input type="checkbox"/> Group Family Child Care	<input type="checkbox"/> Preschool	<input type="checkbox"/> Out of School Time
<input type="checkbox"/> Unregulated Family Child Care	<input type="checkbox"/> State Registered Family Child Care	<input type="checkbox"/> Training Site	<input type="checkbox"/> College/University
<input type="checkbox"/> Child & Family Services	<input type="checkbox"/> Head Start/Early HS	<input type="checkbox"/> Other _____	

## Ages of Children You Previously Worked With: (if applicable)

<input type="checkbox"/> Infant-Toddlers (6 weeks-3 years)	<input type="checkbox"/> Mixed Ages (0-13)	<input type="checkbox"/> Youth (14-18)
<input type="checkbox"/> Pre-school (3-5 years)	<input type="checkbox"/> School-aged (K-13 years)	<input type="checkbox"/> Did not work directly with children

## Position Title: Select title that best represents your previous position:

<input type="checkbox"/> Primary Caregiver	<input type="checkbox"/> Family Child Care Provider	<input type="checkbox"/> Higher Education Faculty
<input type="checkbox"/> Staff Supervisor	<input type="checkbox"/> Administrator	<input type="checkbox"/> Agency Staff
<input type="checkbox"/> Assistant or Aide	<input type="checkbox"/> Facility Director	<input type="checkbox"/> Other (please specify) _____
<input type="checkbox"/> Lead Teacher	<input type="checkbox"/> Education Coordinator	_____
<input type="checkbox"/> Assistant Teacher	<input type="checkbox"/> Training Coordinator	_____

## Additional Work Experience:

Indicate below the number of years experience working directly with children in the following program types:

Child care program \_\_\_\_\_ Out-of-School-Time \_\_\_\_\_ Head Start \_\_\_\_\_ Preschool \_\_\_\_\_ Other \_\_\_\_\_

Indicate below the total number of years experience promoting the development of other practitioners:

Professional roles such as: Program director \_\_\_\_\_ Trainer \_\_\_\_\_ Mentor \_\_\_\_\_ Other \_\_\_\_\_

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## Career Lattice Qualifications

Select the level of recognition you are applying for:

- ☐ Level I
 ☐ Level II
 ☐ Level III
 ☐ Level IV
 ☐ Level V
 ☐ Level VI
 ☐ Level VII

**CPR/First Aid:** Indicate if you are Infant and Child CPR certified and if you have received First Aid training. **A COPY OF YOUR CURRENT CPR CERTIFICATION AND FIRST AID TRAINING CARD MUST BE SUBMITTED** if you work directly with children.

- ☐ First Aid Training  
☐ CPR Certified

### Level I Introductory Informal Education

- ☐ High school diploma or GED  
☐ 6 hours of training (within the last year) in **two** or more of the 15 Professional Training Areas found on page 5 of the Pathways to Professional Training booklet. This does NOT include CPR/First Aid training hours. **Documentation of training hours must be submitted.**  
☐ Work directly with children in an unregistered, registered or licensed child care, preschool, Head Start or School-Age program.

### Level II Advanced Informal Education

- ☐ High school diploma or GED  
☐ 20 hours of training (within the last year) in four or more of the 15 Professional Training Areas found on page 5 of the Pathways to Professional Training booklet. This does NOT include CPR/First Aid training hours. **Documentation of training hours must be submitted.**  
☐ Work directly with children in a state-registered or licensed child care, preschool, Head Start or School-Age program.  
☐ Membership in a recognized professional organization **OR**  
 Attend a minimum of six hours of professional development conference training. **Documentation must be submitted with this application.**

### Level III CDA Credential or Vocational Certificate

- ☐ High school diploma or GED  
☐ Completion of a minimum of 120 hours instruction and procedures required to obtain a credential.  
☐ Work directly with children in a state-registered or licensed child care, preschool, Head Start or School-Age program **OR**  
 Provides leadership and/or instruction that contributes to the development of other practitioners.  
☐ Membership in a recognized professional organization. **Documentation must be submitted.**  
☐ Attend a minimum of six hours of professional development conference training. **Documentation must be submitted.**

### Level IV Apprenticeship Certificate or Higher Education Coursework

- ☐ Completion of Child Care and Early Education Apprenticeship training and certification **OR**  
 A minimum of 12 college credits in early childhood education or family relations. **Copies of certificates, diploma, and/or transcripts must be submitted.**  
☐ At least two years of experience working with children in a state-registered or licensed child care, preschool, Head Start, or School-Age program in the last six years, **OR**  
 At least two years of experience promoting the development of other practitioners (i.e. professional roles such as program director, trainer, Head Start education coordinator. etc).  
☐ Membership in a recognized professional organization. **Documentation must be submitted.**  
☐ Attend a minimum of six hours of professional development conference training. **Documentation must be submitted.**



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## Level V Early Childhood Associates Degree

- ☐ Associate's Degree with a minimum of 18 early childhood credits **OR**  
An unrelated bachelor's degree combined with demonstrated work experience and professional training that is relevant to the early childhood field. **Copies of certificates, diploma, and/or transcripts must be submitted.**
- ☐ At least two years experience working with children in a state-registered or licensed child care, preschool, Head Start of School-Age program in the last four years **OR**  
Supervised practicum or field experience as required by the associates degree program, **OR**  
A minimum of two years experience promoting the development of other practitioners (i.e. professional roles such as program director, trainer, Head Start education coordinator. etc).
- ☐ Attend a minimum of six hours of professional development conference training. **Documentation must be submitted.**
- ☐ Membership in a recognized professional organization. **Documentation must be submitted.**

## Level VI Baccalaureate Degree

- ☐ Bachelor's degree in a related field of study combined with work experience and professional training. **Copies of certificates, diploma, and/or transcripts must be submitted.**
- ☐ At least four years working with children in a state-registered or licensed child care, preschool, Head Start of School-Age program in the last four years **OR**  
Supervised practicum or field experience as required by the bachelor's degree program **OR**  
Two years of experience promoting the development of other practitioners (i.e. professional roles such as program director, trainer, Head Start education coordinator, etc.).
- ☐ Membership in a recognized professional organization. **Documentation must be submitted.**
- ☐ Attend a minimum of six hours of professional development conference training. **Documentation must be submitted.**

## Level VII Masters and Doctoral Degree

- ☐ Master's or Doctoral degree in early childhood or a closely related field with graduate level coursework in the Specialty Areas of Education (refer to the Glossary, page 27 of the Pathways to Professional Training booklet). **Copies of certificates, diploma, and/or transcripts must be submitted.**
- ☐ At least four years of experience promoting the development of other practitioners.
- ☐ Serve as mentor and educator to others in the field.
- ☐ Membership in a recognized professional organization. **Documentation must be submitted.**
- ☐ Attend a minimum of six hours of professional development conference training. **Documentation must be submitted.**
- ☐ Demonstration of professional leadership.

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**Conference: Required for all Levels of the Lattice except Level I.** A recognized professional development conference is designed specifically to address issues affecting children, families, and the professional development of individuals who work within the field. Examples of such conferences include, but are not limited to: the South Dakota Association for the Education of Young Children (SDAEYC) Conference, the South Dakota Child Care Providers Association Conference, Head Start conferences, the SoDakSACA school age conference, and the South Dakota Children's Coalition Conference. **COPIES OF ATTENDANCE CERTIFICATES MUST BE SUBMITTED WITH THIS APPLICATION.**

<input type="checkbox"/> Professional Conferences Attended	Month	Year	Hours Attended

**Current Professional Membership: Required for all Levels of the Lattice except Level I.** Recognized professional organizations must be affiliates of either regional, state, or national organizations such as: the South Dakota Association for the Education of Young Children (an affiliate of NAEYC), the Council for Exceptional Children, the South Dakota Child Care Providers Association, South Dakota Child Care Directors' Association, South Dakota School Age Care Alliance, South Dakota Alliance for Children, and Head Start Associations.

<input type="checkbox"/> Membership in Organizations	From/Year	Thru/Year

**Leadership:** Required only for Level VII of the Lattice. Professional leadership includes roles individuals have played or positions of leadership held that contribute to the early childhood and out-of-school-time fields in past 5 years.

<input type="checkbox"/> Leadership Role Performed. Describe your leadership role below:	From/Year	Thru/Year

**Comments:**



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**In order to complete the Pathways Career Lattice application process, you are required to mail this application to the Pathways office with the training and professional commitment documentation. Note: Please mail COPIES of original certificates, awards, or other forms of documentation. Do not send originals, these documents will NOT be returned. The documents that you submit will be kept on file at the Pathways office. All information that you submit to the Pathways office will be confidential.**

## **Training Documentation**

All applicants are required to submit legible copies of training documentation such as certificates, credentials or diplomas that provide evidence of your educational achievements. This documentation will be utilized to determine the level of the Career Lattice for which you will be recognized.

## **Documentation of Professional Commitment**

The following types of documentation may also be mailed with your training documentation in order to provide evidence of your professional achievements such as:

- Professional awards and certificates of recognition
- Professional association memberships
- Professional conference certificates

**Note: Send copies of documentation. Originals will not be returned.**

**I certify that the application information and supporting documentation that I have submitted is complete and accurate to the best of my knowledge.**

**Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_**

**THANK YOU FOR APPLYING!**

**If you have any questions related to completing this application,  
call the SD Dept. of Social Services  
Child Care Services at (605) 773-4766 or toll-free 1-800-227-3020.**

**Submit this application and required documentation to:  
Dept. of Social Services' Child Care Services,  
700 Governors Dr., Pierre, SD 57501**

